

# **MEETING AGENDA**

**City of Huntington Beach  
PERSONNEL COMMISSION  
Wednesday, April 16, 2008  
Civic Center, Room B-8  
5:30 P.M.**

## **1. CALL TO ORDER**

Commissioners: Gooch, Hunt, Barton, Garner, Bush, Clemens, Lipson  
Legal Counsel to the Personnel Commission: Jim Murphy, Esq.  
Staff Liaison: Paul Emery, Interim City Administrator  
Also present: Michele Carr, Secretary to the Personnel Commission/ Director of Human Resources, and Sandy Henderson, Administrative Aide

## **2. PLEDGE OF ALLEGIANCE**

## **3. PUBLIC COMMENTS**

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

## **4. APPROVAL OF MINUTES**

Meeting of March 19, 2008

## **5. COMMISSION GOALS FOR THE COMING YEAR**

This item has been placed on the agenda at the request of the Personnel Commission Chair

- Administrative Leave Policy

## **6. LABOR RELATIONS UPDATE**

- FMA Negotiations Begin

## **7. SECRETARY'S REPORT**

- Position Vacancy Report
- NEOGOV Data Report

## **8. COMMENTS FROM COMMISSIONERS**

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

## **9. INFORMATION ITEMS**

Grievance Report – April 2008

## **10. ADJOURNMENT**

Meeting adjourned to the next regularly posted meeting of May 21, 2008.

**ITEM # 4**

**MINUTES**  
City of Huntington Beach  
**PERSONNEL COMMISSION**  
**3/19/08**

Pending approval by Personnel Commission at the meeting on 4/18/07  
(These minutes are not verbatim. A taped recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

**CALL TO ORDER**

Chairperson Gooch called the Commission meeting to order at 5:30 PM.

**ROLL CALL**

Commissioners present: Barton, Bush, Clemens, Garner, Gooch, Hunt and Lipson  
Commissioners absent: None  
Others Present: James Murphy, Esq., Legal Counsel to the Personnel Commission  
Michele Carr, Director of Human Resources  
Sandy Henderson, Administrative Aide

**PUBLIC COMMENTS**

None

**APPROVAL OF MINUTES**

A motion was made by Commissioner Bush and seconded by Commissioner Barton to approve the minutes for the February, 2008 meeting (passed 7:0).

**PUBLIC HEARING**

None

**COMMISSION GOALS FOR THE COMING YEAR**

A CD containing Commission handbook documents and resource materials was provided to the Commissioners to replace the handbook binders.

Discussion ensued on Administrative Leave Policy. A letter dated December 12, 2006 from the former City Administrator in response to the report submitted to Administration was distributed to the Commissioners. Ms. Carr, Director of Human Resources, provided this letter as additional correspondence on this issue. Chairperson Gooch stated he would like to review this complex issue and get back on track with the status of the recommendations to Administration. Commissioner Hunt suggested the Commissioners consolidate additional recommendations and submit to the current City Administrator. Chairperson Gooch directed staff to research the record on discussion of the final report submitted to Administration and any responses provided. Chairperson Gooch requested the Commissioners review the policy and provide comments at the next scheduled meeting.

**SECRETARY'S REPORT**

Ms. Carr reported on position vacancies in each department and expressed a desire to improve communication on the progress and activities in Human Resources.

Ms. Carr gave an update of the NEOGOV on-line application program, reporting that the system is working. To date, 2800 applications have been received for a total of 51 recruitments. She reported

**MINUTES**  
City of Huntington Beach  
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**3/19/08**

we are In process of implementing the next phase of NEOGOV which is the on-line hiring center. The on-line hiring center is the electronic method for requisitioning new positions.

**COMMENTS FROM COMMISSIONERS**

Commissioner Lipson reported that he is running for a Board of Trustee Officer position with the California Police Association. He also provided packets of incentive information to use as reference material for the Rideshare Coordinator position.

Chairperson Gooch asked the Commissioners to verify their contact information or notify staff of any corrections.

**INFORMATION ITEMS**

None

**ADJOURNMENT**

Chairperson Gooch recommended adjourning the meeting in memory of those who served our country and those still serving our country. The meeting adjourned at 6:10 PM to the next regularly scheduled meeting of April16, 2008.

**ITEM # 7**

# Vacant Position List

**For Pay Period Ending 03/21/08**

## **RECRUITMENT STATUS REPORT**

### **IMPORTANT**

*This report highlights status of actual vacancies only. It is a **SNAPSHOT** of the last day of the reported pay period. It does **not** include reallocations of positions, the impact of acting or underfilled assignments in a higher class, nor any activity that has occurred since the end of the reported pay period.*

DEPT	JOB TITLE	QTY	STATUS
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#### **CITY ADMINISTRATOR**

Administrative Assistant	1	Job offer made - Starts April (date to be determined)
Energy Project Manager	1	Job offer declined by candidate - Reopened - new test date 4/30/08

#### **CITY ATTORNEY**

Deputy City Attorney I	1	On Hold per dept request
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#### **BUILDING AND SAFETY**

Building Inspector III	2	Recruitment open at I, II & III levels for potential underfill - Continuous filing - Level II & III Eligible list certified March 08 - Level I test date 4/5/08
Plan Check Engineer	1	Recruitment open - continuous filing - First review 1/31/08 - Written exam to be scheduled for 4/29/08

#### **COMMUNITY SERVICES**

Beach Maint Operations Mgr	1	On Hold per dept request
Human Services Program Supvr	1	On Hold per dept request
Marine Safety Officer I	1	Recruitment closes 4/10/08 - Perf test 4/24/08 - Oral board 5/1/108

**FINANCE**

Senior Accountant	1	Dept request underfill w/Accounting Tech I level - Written test 4/26/08
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**FIRE**

Fire Captain	1	Eligible list certified 3/4/08
Fire Engineer	6	Recruitment closes 4/4/08
Fire Protection Analyst	1	Recruitment open - continuous filing
Firefighter Paramedic	4	Written test 4/12/08
Office Assistant II	1	On hold per dept request

**HUMAN RESOURCES**

Personnel Analyst Principal	1	Eligible list certified- 3/24/08
Safety & Loss Prevention Analyst	1	Recruitment closes 4/7/08

**INFORMATION SERVICES**

Info Systems Analyst III	1	Recruitment closes - 4/7/08
Info Systems Tech II	1	Job Offer made - Starts 3/24/08
Network Systems Administrator	1	Job Offer made - Starts 4/7/08

**PLANNING**

Administrative Secretary	1	Eligible list certified 3/17//08
Senior Planner	1	Job Offer made - Starts 3/22/08



**POLICE**

Police Service Specialist	1	Written test 4/29/08
Crime Scene Investigator	1	Candidate withdrew - Recruitment to re-open in April
Criminalist	1	Recruitment closed 3/20/08 - Test date to be scheduled in April
Crossing Guard Coordinator	1	Will remain vacant per dept request
Custodian	1	Job Offer made - Bkgd in progress
Detention Officer	1	Approved "overfill" positions - Eligible list 3/13/08
Police Officer	13	19 in Bkgd process - Recruit written test 4/19/08
Police Records Specialist	1	Bkgds in progress

**PUBLIC WORKS**

City Engineer	1	Recruitment closes 4/15/08
Deputy Director of Public Wrks	1	Pending Coordination with dept
General Services Manager	1	Recruitment closes 4/17/08
Senior Civil Engineer	1	Eligible list certified 2/7/08
Senior Traffic Engineer	1	Eligible list certified 1/16/08
Survey Technician II	1	On Hold per dept request
Traffic Signal Electrician	1	Written test 4/17/08
Water Meter Reader	1	Pending Coordination with dept

## NEOGOV UPDATE

### APRIL, 2008

The NEOGOV applicant tracking system has been in use for almost four full months now. Every month, we experience an increase in applications received, in exposure to potential candidates, and in efficiencies in processing and storing files electronically.

Some interesting statistics as of April 9, 2008:

- Since “Go Live” on 12/12/07, the Human Resources Department has launched **63** recruitments. Of these 63 recruitments, 52 are for full-time regular positions and 11 are for temporary/part-time positions.
- Since 12/12/07, our recruitments have received a total of **66,473** hits.
- We have received **3,507** total applications since “Go Live.” Online applications totaled 3,485 (99%). Paper applications totaled 22 (1%). We continue to accept paper applications while encouraging candidates to apply online.
- On March 19, 2008 training was conducted for all primary department liaisons. Participants were assigned a training activity and five tutorials to complete in 10 days. Phase Two, the Online Hiring Center (OHC) went live on **4/1/08**. We have since received electronic requisitions from those who have completed the training. As of 4/8/08, **12** department liaisons have been certified to use the live OHC.